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Document No.	YASHADA/C04/APGD	8.2.1	Date 25/07/2010

### ***DIPLOMA COURSE / EXAMINATION MANUAL***

***D-Day is date of commencement of academic year -1 July of current year***

S.N	Activity	Calculation	Actual Dates	Responsibility
<b>Admission and conduct of course</b>				
1.	Publicity and marketing of course <ul style="list-style-type: none"> <li>- Development of a Course brochure</li> <li>- Finalization and printing of the brochure</li> <li>- Intimation/ promotional letter mentioning Course structure, content, fees etc to the concerned Departments / State Governments/ ULBs</li> <li>- Follow up of the letters</li> <li>- Nomination of participants from various Organizations</li> </ul>	D-360 to D-90	1 August of previous year to 31 March of current year	SIUD team
2.	Distribution of Admission Kit <ul style="list-style-type: none"> <li>- Course Brochure</li> <li>- YASHADA Application form</li> <li>- Format for Dissertation details</li> </ul>	D-360 to D-90	1 August of previous year to 31 March of current year	
3.	YASHADA admission process <ul style="list-style-type: none"> <li>- Completion of YASHADA Application form by candidates</li> <li>- Scrutiny of Application forms based on eligibility to Course</li> <li>- No Objection Certification from Employer</li> <li>- Attested copy of Graduation etc mark sheets and Degree certificates</li> <li>- Submission of Course fees</li> </ul>	D-360 to D-90	1 August of previous year to 31 March of current year	Co-ordinator APUGDUM
4.	University registration / enrolment process <ul style="list-style-type: none"> <li>- Submission of Application for Registration</li> <li>- Attested copies of Graduation mark sheets, Degree certificates</li> <li>- Submission of Registration fees</li> <li>-</li> </ul>	D-90	1 April of current year	

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5.	Contact sessions (depending on modules/subject for course) <ul style="list-style-type: none"> <li>- Four days contact session for each module</li> <li>- One Off-Campus Contact session</li> <li>- Distribution of reading materials</li> <li>- Approval of Dissertation topic, content and Guide</li> </ul>	D to D+ 240	July to February	Ms Jyotsna Deshpande and SIUD Team
6.	Submission of Dissertation copies	D to D+ 330	31 May (June Exam) 30 Nov (Dec Exam)	
7.	Study Tour/ Exposure Visit (Foreign country) -	D+210 to D+330	Between Feb and May	
<b>Examination and related process</b>				
8.	Announcement of Examination with Time Table and viva dates	D+270 to D+300	Feb-March for June Exam Aug-Sep for December Exam	SIUD Team
9.	Receipt of examinees consent letter, application form for appearing in examination	D+270 to D+300	Feb-March for June Exam Aug-Sep for December Exam	
10.	Submission of Examination fees to University (Mumbai)	D+270 to D+300	Feb-March for June Exam Aug-Sep for December Exam	
11.	Issuance of Hall Ticket	D+ 300 to D+ 330	Feb-March for June Exam Aug-Sep for December Exam	
12.	Validation of Question Bank	D+ 240 to D+270	Jan-Feb	
13.	Dispatch of Question Bank to examinees			
14.	Intimation to YASHADA Course Cell for arrangement of examination	D+330	May November	
15.	Meetings for paper setting	D+ 300 to D+ 330	April/May	
16.	Finalization of 3 sets of question paper of each module/ subject		Oct/Nov	

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17.	Selection and finalization of examiners, moderators , viva panelists	D+ 300 to D+ 330	April/May Oct/Nov		
18.	Printing of answer sheets & supplement sheets	D+ 300 to D+330	April/May Oct/Nov		
19.	Printing of question papers				
20.	Final selection of question paper set	D+ 330 to D +335	April/May Oct/Nov		
21.	Classroom arrangement, library, hostel and mess arrangement	D+ 330 to D +335	April/May Oct/Nov		
22.	Conduct of examination	D+343 to D+360	June December		
14	Evaluation of answer paper and declaration of results <ul style="list-style-type: none"> <li>- Sending consent letter to respective examiner, moderator</li> <li>- Checking and moderation of answer scripts</li> <li>- Payment to Examiners, Moderators</li> <li>- Compilation of subject wise and consolidated mark list</li> </ul>	D+ 360 + one month	31 July 31 January		
15	- Sending result to University (Mumbai) for final marks declaration		D+360+one month	31 August 28/29 Feb	
16	- Convocation and handing over mark sheets / Diploma Certificates to successful participants.			1 November (Foundation Day) 1 May (Maharashtra Day)	

D: Date of commencement of the first Contact session of Course

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## List of Annexure

1. Course brochure
2. Letter to Client Organization
3. YASHADA Application Form
4. **University Application Form for Registration**
5. Invitation letter to participants for Contact Session
6. Format for Dissertation details
7. No Objection Certification from Employer for Foreign Tour
8. Examination consent letter from the participant
9. Examination hall ticket and time table
10. **University Examination Form**
11. Format of answer script
12. Form for conferring Degrees/ Diplomas of University
13. **Copy of mark sheet and Diploma**

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

STATE INSTITUTE OF URBAN DEVELOPMENT (SIUD)

ADVANCED POST GRADUATE DIPLOMA IN URBAN MANAGEMENT/ DIPLOMA IN URBAN MANAGEMENT

In affiliation with

University of Mumbai



### FORMAT FOR DISSERTATION DETAILS

Name of the Candidate:

Title of Dissertation

Background

Objectives of the study

Methodology

Time frame

Proposed Guide

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STATE INSTITUTE OF URBAN DEVELOPMENT



ADVANCED POST GRADUATE DIPLOMA IN URBAN MANAGEMENT

DIPLOMA IN URBAN MANAGEMENT

(AFFILIATED TO UNIVERSITY OF MUMBAI)

EXAMINATION ANSWER SHEET

Roll No:	<input type="text"/>	Date:	<input type="text"/>
Module:	<input type="text"/>	Year of Joining:	<input type="text"/>
APGDUM	<input type="text"/>	DUM	<input type="text"/>
Attended Contact Sessions between:	<input type="text"/>	and	<input type="text"/>
Number of Supplements: Main + Question III +	<input type="text"/>	=	<input type="text"/>
Signature of Student:	<input type="text"/>	Signature of Supervisor:	<input type="text"/>

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<u>INSTRUCTIONS</u>	Que. No	Sub Que.	Total Marks	Scored Marks
<ul style="list-style-type: none"> <li>• Please do not write your name or any symbol on the answer sheet or as part of any answer. Please note that this would be regarded as a serious offence and you may be disqualified from the examination.</li> <li>• Start a new question on a new page.</li> <li>• Any extra questions attempted will not be considered for evaluation.</li> <li>• Please do not copy answers from other examinees or textbooks or other sources.</li> </ul>	I	1	15	
		2	15	
		3	15	
		4	15	
		5	15	
		6	15	
		7	15	
		8	15	
		9	15	
		10	15	
<b>(For Office Use Only)</b> Name of Examiner:  Signature:  Date:  Name of Moderator:  Signature:	II	1	5	
		2	5	
		3	5	
		4	5	
		5	5	
		6	5	
		7	5	
		8	5	
		9	5	
		10	5	
	III	1-20	20	

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Date:  Verification by:  Date:  Reverification by: Date:	<b>TOTAL MARKS</b>	100	
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STATE INSTITUTE OF URBAN DEVELOPMENT (SIUD)  
 ADVANCED POST GRADUATE DIPLOMA IN URBAN MANAGEMENT/ DIPLOMA IN URBAN MANAGEMENT  
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**EXAMINATION CONSENT FORM**

To,

The Director,

State Institute of Urban Development (SIUD)

YASHADA, Raj Bhavan Complex

Baner Road, Pune – 411007


I am a registered candidate for YASHADA's APGDUM / DUM programme and have completed all the modules (through Contact session / Self Study). I hereby declare that I have read all the rules and regulations of APGDUM examinations and undertake to abide by them. I wish to appear for the above APGDUM / DUM examinations in December 2009 and I am submitting my details as under: -

<b>Name of Candidate</b> (Block letters)	
<b>Registration Number</b>	

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Postal Address	 :  Mobile:  Email id:
Dissertation Topic	

Signature of Candidate:

Date:

Place:

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Sr. No	Name & Designation	Address, Contact & e-mail ID	Education	Area of Specialization	Experience
1	<b>Shri V. Ramani, IAS</b> Director General, YASHADA	<b>YASHADA</b> Raj Bhavan Complex Baner Road, Pune - 411007 Ph. No 25608000 ramani1004@yahoo.com <a href="mailto:ramaniv@gmail.com">ramaniv@gmail.com</a>	<ul style="list-style-type: none"> <li>• M.A. (Economics)</li> <li>• B.A. (Economics Hons)</li> <li>• LL.B</li> </ul>	<ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Urban Local Governance</li> <li>• Women and Child Nutrition</li> </ul>	30 years
2	<b>Ms. Nasrin Siddiqui</b> Director, SIUD, YASHADA	<b>SIUD, YASHADA</b> Raj Bhavan Complex Baner Road , Pune :- 411007 Ph.No 25608210 M. 9890065044 <a href="mailto:nasrin5@yahoo.com">nasrin5@yahoo.com</a>	<ul style="list-style-type: none"> <li>• Masters in Social Anthropology</li> <li>• Diploma in Training &amp; Development</li> <li>• Communication Strategies for Rural Development Iowa State University Ames, Iowa USA</li> <li>• WBI programme on Urban Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Urban Governance</li> <li>• Municipal Management</li> <li>• Urban Poverty</li> </ul>	22 years
3	<b>Dr. Bharat Bhushan</b> Dean (Academic), YASHADA	<b>Planning Cell, YASHADA</b> Raj Bhavan Complex Baner Road, Pune: - 411007 Ph. No 25608000 bharatbhushan@indya.com yashada@vsnl.com	<ul style="list-style-type: none"> <li>• Master in Zoology</li> <li>• PhD</li> </ul>	<ul style="list-style-type: none"> <li>• Environment</li> <li>• Planning</li> </ul>	12 years
4	<b>Shri Anil Shirude</b> Professor & Financial Advisor, YASHADA	<b>YASHADA</b> Raj Bhavan Complex Baner Road, Pune - 411007	<ul style="list-style-type: none"> <li>• M.Sc</li> <li>• L.L.B</li> <li>• M.B.A</li> </ul>	<ul style="list-style-type: none"> <li>• Finance</li> </ul>	27 years
5	<b>Shri Raghunandan G. Rao</b> Technical Head and OIC, CIT and HoD, YMRC,	<b>CIT, YASHADA</b> Raj Bhavan Complex Baner Road, Pune- 411007 M:- 9823030375	<ul style="list-style-type: none"> <li>• B.E(Electronics and Communication ), University of Mysore (1984)</li> </ul>	<ul style="list-style-type: none"> <li>• IT (Hardware&amp; Software)</li> </ul>	12 years
6	<b>Shri Dilip M. Muglikar</b> Associate Professor, SIUD,	<b>SIUD, YASHADA</b> Raj Bhavan Complex Baner Road , Pune :- 411007 <a href="mailto:muglikardilip@yahoo.co.in">muglikardilip@yahoo.co.in</a> Mobile: 9822186123	<ul style="list-style-type: none"> <li>• B.E. (Civil)</li> </ul>	<ul style="list-style-type: none"> <li>• Housing</li> <li>• IT</li> </ul>	22 years
7	<b>Shri Mandar Ashok Kelkar</b> Director, AECE, YASHADA	<b>AECE, YASHADA</b> Raj Bhavan Complex Baner Road, Pune: - 411007. Ph.No. +91-20-24250526 M+91-9822018385	<ul style="list-style-type: none"> <li>• Masters in Public Administration (MPA) from LKYSPP, NUS, Singapore</li> <li>• Masters in Agriculture</li> </ul>	<ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Sales Tax</li> <li>• Central Excise</li> </ul>	14 years

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8	<b>Ms. Mayura Kshirsagar</b> Research Officer, SIUD, YASHADA	<b>SIUD, YASHADA</b> Raj Bhavan Complex Baner Road , Pune :- 411007 020-25608268 <a href="mailto:mayura.kshirsagar@gmail.com">mayura.kshirsagar@gmail.com</a>	<ul style="list-style-type: none"> <li>• M.A in Economics from University of Pune</li> <li>• B.A. in Sanskrit from Tilak Maharashtra Vidyapeeth, Pune</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Management</li> <li>• Solid Waste Management</li> </ul>	6 years
9	<b>Ms. Smita Chatterjee</b> Research Officer, SIUD YASHADA	<b>SIUD, YASHADA</b> Raj Bhavan Complex Baner Road , Pune :- 411007 020-25608278 <a href="mailto:smitachatt@gmail.com">smitachatt@gmail.com</a>	<ul style="list-style-type: none"> <li>• MPhil in Population Science from IIPS</li> <li>• Master in Geography from B.H.U, Varanasi</li> <li>• Master in Environment Management from IEM, Lucknow</li> </ul>	<ul style="list-style-type: none"> <li>• Social Research</li> <li>• Research Methodology</li> </ul>	8 years
10	<b>Dr. Sunil Dhapte</b> Associate Professor, ATI YASHADA	<b>ATI, YASHADA</b> Raj Bhavan Complex Baner Road , Pune :- 411007 M: 9823338228 Drsunil_dhapte@yahoo.co.in	<ul style="list-style-type: none"> <li>• MPhil, Ph.D</li> <li>• DIT,DCI DTM</li> <li>• B.Sc</li> <li>• LLB</li> <li>• MA</li> <li>• MPM</li> </ul>	<ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Transportation</li> </ul>	20years
11	<b>Shri Ramanath Jha, IAS</b> Former Principal Secretary (T&SE) Government of Maharashtra	Priyadarshini Park Nepean Sea Road Mumbai 400036 9821214418 <a href="mailto:jha.ramanath@gmail.com">jha.ramanath@gmail.com</a>	<ul style="list-style-type: none"> <li>• M.A (History), Patna University</li> </ul>	<ul style="list-style-type: none"> <li>• Urban Infrastructure</li> <li>• Urban Poverty</li> <li>• Municipal Mgmt</li> </ul>	28 years
12	<b>Shri V.W.Deshpande</b> Former Director, Town Planning & Valuation Department Government of Maharashtra	Divya Kunj, Gokhale Road, Pune-411016 M: 9920722321 vw_deshpande@rediffmail.com	<ul style="list-style-type: none"> <li>• B.E(Civil)</li> <li>• M.E (AIT) (Bangkok)</li> <li>• A.I.T.P, F.I.V</li> <li>• L.L.B</li> </ul>	<ul style="list-style-type: none"> <li>• Town Planning</li> <li>• Urban Infrastructure</li> </ul>	30 years
13	<b>Ms. Jyotsna Deshpande</b> Former Joint Director, Town Planning & Valuation Department Government of Maharashtra	Divya Kunj, Gokhale Road, Pune-411016 M: 9823434646 Deshpande_j@yahoo.com	<ul style="list-style-type: none"> <li>• B.E(Civil), M.R.T.P.I(London)</li> <li>• A.R.I.C.S</li> <li>• F.I.S (Valuation). F.I.T.P (India)</li> <li>• Chartered Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Urban Planning Real Estate Management Urban Infrastructure</li> </ul>	30 years
14	<b>Shri P.M. Deshpande</b> Director, PDC, MHADA	MHADA Agarkar Nagar, Behind Alankar Cinema, Pune- 411001 020-26120123	<ul style="list-style-type: none"> <li>• BE (Civil)</li> </ul>	<ul style="list-style-type: none"> <li>• Housing</li> </ul>	30 Years
15	<b>Shri B.S. Patil</b> F& CAO, MJP, Navi Mumbai	<b>Maharashtra Jeevan Pradhikaran(MJP)</b> CIDCO Bhavan, New Mumbai Ph. No-022-27571654 <a href="mailto:bspatil.mjp@gmail.com">bspatil.mjp@gmail.com</a>	<ul style="list-style-type: none"> <li>• M.Com</li> </ul>	<ul style="list-style-type: none"> <li>• Finance &amp; Account</li> <li>• Infrastructure</li> </ul>	15 years

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16	<b>Shri Vivek Mapari</b> Managing Director DATA INSIGHT PVT LTD	<b>DATA INSIGHT PVT LTD</b> “PIASS”, C-9, Erandawana Coop, Hsg, Society, Patwardhan Baug, Pune-04	<ul style="list-style-type: none"> <li>• Master of Development in Planning &amp; Administration</li> <li>• Diploma in Business Management</li> </ul>	<ul style="list-style-type: none"> <li>• e-Governance</li> <li>• GIS</li> <li>• ITES</li> </ul>	15 years
17	<b>Shri Prashant Gulalkari</b> Executive Director, Gov3 India	Mantri Apartments, Panchavati, Pashan, Pune M: 9822015811 prashant.gulalkari@gov3.net	<ul style="list-style-type: none"> <li>• Electronics and Communication Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• eGovernance</li> <li>• IT and ITES</li> </ul>	25 years
18	<b>Shri Anil Lad</b> Asst Commissioner & System Analyst, KDMC	<b>KDMC</b> Shivaji Chowk, Kalyan(West), M: 09320070999 <a href="mailto:anil_lad2000@yahoo.co.uk">anil_lad2000@yahoo.co.uk</a>	<ul style="list-style-type: none"> <li>• ME(Civil/Structural )</li> <li>• Master in Law</li> <li>• Master of Management</li> <li>• APGDUM</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Urban Infrastructure</li> <li>• Municipal Finance</li> </ul>	19 years
19	<b>Shri Ganesh Shete</b> Chief Officer	<b>Chief Officer</b> Chiplun Municipal Council Chiplun, Dist: Ratnagiri	<ul style="list-style-type: none"> <li>• M.Tech (Irrigation &amp; Drainage Engineering</li> <li>• APGDUM</li> </ul>	<ul style="list-style-type: none"> <li>• Urban Infrastructure</li> </ul>	6 years
20	<b>Ms. Jyoti Kulkarni</b> Executive Engineer	<b>MSRDC Ltd.,</b> D Wing Ground Floor, New Administrative Building, Opp Council hall, Pune	<ul style="list-style-type: none"> <li>• B.E(Civil)</li> <li>• APGDUM</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Engineering</li> </ul>	13 years

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